PROVISIONAL VOTING IN ALABAMA

JOHN H. MERRILL
SECRETARY OF STATE
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Legal Disclaimer

It should be emphasized that this publication is not an authoritative statement of the law, nor is it a substitute for the Code of Alabama 1975 or other legal materials. This outline seeks to serve only as a general guide and training manual for the implementation of provisional voting in Alabama.
When a person shows up to vote on Election Day:

1. Ask the voter for his or her name.
2. Look on your list of registered voters to see if his or her name is on the list.
3. **If the voter’s name is on your list**, follow normal voting procedures.
4. **If the voter’s name is marked as “inactive”**,  
   - instruct the voter to fill out a **Voter’s Reidentification *Update* Form** before letting him or her vote—see sample “update” form below.
   - instruct the voter to check the “update” box on the reidentification form.
   - if there is a change in the inactive voter’s place of residence which causes a change in polling place location within the same Board of Registrars’ jurisdiction, call the Board of Registrars to determine the new polling place. The voter should then be directed to the new polling place so they can cast their vote provisionally.

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### Voter’s Reidentification/Update Form

**FOR USE BY U.S. CITIZENS ONLY**

- Fill in all boxes on this form.
- Please use ink.
- Print legibly.

<table>
<thead>
<tr>
<th>Are you a citizen of the United States of America?</th>
<th>☐</th>
<th>☑</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will you be 18 years of age on or before election day?</td>
<td>☐</td>
<td>☑</td>
</tr>
</tbody>
</table>

Print Your Name:

Print Maiden Name / Former Name (if reporting a change of name):

Date of Birth (mm/dd/yyyy):

Primary Telephone:

Email Address:

Address where you live: (Do not use post office box)

Address where you receive your mail:

Address where you were last registered to vote: (Do not use post office box)

Race (check one):

White  ☐  Black  ☐  Asian  ☐  American Indian  ☐  Hispanic  ☐  Other  ☐

Sex (check one):

Female  ☐  Male  ☐

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**VOTER DECLARATION - READ AND SIGN**

I SOLEMNLY SWEAR OR AFFIRM TO SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF ALABAMA AND FURTHER DISAVOW ANY BELIEF OR AFFILIATION WITH ANY GROUP WHICH ADVOCATES THE OVERTHROW OF THE GOVERNMENTS OF THE UNITED STATES OR THE STATE OF ALABAMA BY UNLAWFUL MEANS AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE, SO HELP ME GOD.

Your Signature: ______________________________________ Date: ______________

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**WARNING!** If you falsely sign this statement, you can be convicted and imprisoned for up to five years.
5. **If you cannot find the voter’s name on the registered voters list,**
   - inform the voter that because his or her name is not on the list of registered voters, he/she will receive help from another polling official, and,
   - take the voter to the provisional ballot officer.

6. **If his or her name is marked off because he or she applied for an absentee ballot,**
   - take the voter to the provisional ballot officer, and
   - tell the provisional ballot officer that the voter is marked off for having applied for an absentee ballot.

7. **If the voter does not provide photo identification as required by law,**
   - take the voter to the provisional ballot officer, and
   - tell the provisional ballot officer that the person did not provide photo identification—see a list of acceptable forms of voter identification below:

   **Photo Voter Identification (ID)**
   1. A valid Alabama Driver’s License
   2. A valid Alabama Nondriver ID
   3. A valid Alabama Photo Voter ID Card
   4. A valid State issued ID (Alabama or any other state)
   5. A valid Federal issued ID
   6. A valid US Passport
   7. A valid Employee ID from the Federal Government, State of Alabama, County, Municipality, Board, Authority, or other entity of this state
   8. A valid Student or Employee ID from a public or private college or university in the State of Alabama (including postgraduate technical or professional schools)
   9. A valid Student or Employee ID issued by a state institution of higher learning in any other state
   10. A valid Military ID
   11. A valid Tribal ID

8. **If an inspector challenges the voter’s right to vote in the precinct,**
   - the inspector will take the voter to the provisional ballot officer, and
   - the inspector will fill out the inspector challenge statement. See Page 8
Instructions for the Provisional Ballot Officer

When a poll worker brings a person to you, do the following:

1. Find out why the person was identified as a potential provisional voter. Be familiar with this list of reasons that trigger provisional voting:
   - the voter’s name is not on the voter list.
   - the voter’s name was marked off the voter list because he or she applied for an absentee ballot.
   - the voter did not provide photo identification, as required by law.
   - the voter’s right to vote is being challenged by an inspector.

2. Explain the provisional ballot process to the voter and to the voter’s assistant, if the person has requested assistance.

3. If the voter’s name is not found on the voter list, call the board of registrars to find out if the person is eligible to vote.

4. If the board of registrars or a member of the appointing board confirms that the person is eligible to vote, do the following:
   - write the name of the registrar or appointing board member (Probate Judge, Circuit Clerk, Sheriff, or designee) who confirmed that the person can vote in your precinct, in the shaded “verification” section on the back of the update form—see sample view of the back of the update form below.
   - have the voter fill out the update form (front side).
   - make sure that the “verification” box is checked on the front of the update form.
   - direct the voter to a poll worker so that he or she can vote a regular ballot.
   - remind the voter to give the update form to the poll worker.
   - if you are unable to confirm that the person is eligible to vote, go to step #5.

---

**VERIFICATION**
(to be completed by election official)

The voter’s eligibility and registration were confirmed by __________________________
________________________________________
on the ___________________ day of
________________________, 20________.

________________________
Printed Name of Poll Official

________________________
Signature of Poll Official

**Map/diagram:** If your house has no street number or name, please draw a map of where your house is located. Please include roads and landmarks.

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**REGISTRARS USE ONLY**

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<thead>
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<th>DATE</th>
<th>APPROVED</th>
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County Pct

City Pct

Board member
5. **When a person’s eligibility to vote cannot be verified**
   - explain to the voter and the voter’s assistant, if he/she has an assistant, that he/she has a legal right to vote a provisional ballot.
   - provide the voter with oral and written instructions about provisional voting.

6. **If the voter wants to vote a provisional ballot, secure the proper roster**, and
   - instruct the voter to sign or mark the provisional ballot roster—*see sample provisional roster below.*
   - ask the voter or the voter’s assistant to fill in all the requested information.

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### Provisional Roster

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<thead>
<tr>
<th>COUNTY, CITY, OR TOWN OF</th>
<th>ALABAMA</th>
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<tbody>
<tr>
<td>ROSTER OF PERSONS CASTING PROVISIONAL BALLOTS</td>
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<td>SIGNATURE OF VOTER</td>
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<td>PRINTED NAME OF PERSON ASSISTING VOTER</td>
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I, the undersigned, as the duly appointed Provisional Ballot Officer for the election held this the __________ day of __________, 20________ in the Precinct Named ____________________________ and assigned the Precinct Number _______________________ in the County, City or Town of ____________________________, Alabama, hereby certify this Roster as containing the names of persons casting provisional ballots in said election as enumerated from one (1) to _______.

AFTER THE POLLS CLOSE, THE PROVISIONAL BALLOT OFFICER SHALL SIGN THIS ROSTER AND PLACE IT IN THE PB-4 ENVELOPE.
7. Secure the Provisional Verification Statement (PB-3), then:

- write the election date, precinct number and ballot style on the PB-3—section #1.
- write on the PB-3 the line number from the provisional roster—section #2.
- check the correct box on the PB-3 to mark the reason why the voter is casting a provisional ballot—section #3.
- after you have completed your portion of the PB-3,
  - explain to the voter and the voter’s assistant, if he/she has requested an assistant, that a sworn affirmation must be signed by the voter.
  - show the voter the Sworn Affirmation of Provisional Voter in the upper right-hand corner of the PB-3—section #4.
  - have the voter or the voter’s assistant complete the requested information on the sworn affirmation.
  - the voter must sign or mark the “signature line”.

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**VOTER DECLARATION - READ AND SIGN**

WARNING! If you falsely sign this statement, you can be convicted and imprisoned for up to five years.

**Nome of Voter:**

**Date:**

---

**Procedure for Precinct Official**

1. Instruct the voter to sign the Provisional Roster.
2. In Box 1, print the name of election, date of election, the precinct number and ballot style.
3. In Box 3 and on the PB-2 envelope, print the line number as it appears beside the signature of the voter on the Provisional Roster.
4. In Box 4, check the reason the voter is casting a provisional ballot.
5. Instruct the voter to complete Box 3, the “Sworn Statement of Provisional Voter”.
6. Instruct the voter to complete the “Voter’s Reidentification/Update Form” below.
7. In the case of an Inspector’s Challenge, attach yellow copy of “Inspector’s Statement of Challenge of Eligibility to Vote”.
8. Issue the voter a provisional ballot, secrecy envelope (PB-1) and outer envelope (PB-2).
9. Instruct the voter to place the marked ballot inside the PB-1 envelope and then insert the PB-1 envelope into the PB-2 envelope.
10. Instruct the voter to place the PB-2 envelope into the sealed provisional ballot box.
11. Once completed, place this form PB-3 in the PB-4 envelope. In the case of an Inspector’s Challenge, include the “Inspector’s Statement of Challenge of Eligibility to Vote”.

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**VOTER’S REIDENTIFICATION/UPDATE FORM**

**First**

**Middle**

**Last**

**Suffix**

**Sex (check one):**

- Female
- Male

**Date of Birth (month/day/year):**

**Will you be 18 years of age on or before election day?**

- Yes
- No

**Are you a citizen of the United States of America?**

- Yes
- No

**Person’s registration status cannot be determined by the provisional ballot officer.**

- Yes
- No

**Person’s name does not appear on the list of registered voters.**

- Yes
- No

**Warning!** If you falsely sign this statement, you can be convicted and imprisoned for up to five years.

Your Signature: ________________________________ Date: ________________
• direct the voter to fill out the **Voter’s Reidentification "Update" Form** attached at the bottom of the **Provisional Verification Statement (PB-3)**.

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**PROVISIONAL VERIFICATION STATEMENT - PB-3**

1. **MUST BE COMPLETED BY ELECTION OFFICIAL AT PRECINCT**
   - Name of Election:
   - Election Date:
   - Precinct Number:
   - Ballot Style:

2. **LINE NUMBER FROM ROSTER**

3. **REASON FOR PROVISIONAL BALLOT**
   - Reason:
   - Name of election, date of election, the precinct number and ballot style.

4. **SWORN AFFIRMATION OF PROVISIONAL VOTER**
   - Name of voter:
   - Date of Birth (month/day/year):
   - Signature or Mark:

---

**VOTER’S REIDENTIFICATION/UPDATE FORM**

FOR USE WITH A PROVISIONAL BALLOT

<table>
<thead>
<tr>
<th>Are you a citizen of the United States of America?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you at least 18 years of age on or before election day?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

| Print Your Name: | | |
| Print Maiden Name / Former Name (if reporting a change of name): | | |
| Date of Birth (month/day/year): | | |

| Address where you were last registered to vote: | | |
| Address where you receive your mail: | | |

| Driver ID Number: | | |
| Alabama Driver's License or Non-Driver ID Number: | | |
| Last four digits of Social Security number: | | |

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**SWORN AFFIRMATION OF PROVISIONAL VOTER**

I do solemnly swear (or affirm) that I am a registered voter in the precinct in which I am seeking to vote and that I am eligible to vote in this election.

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The voter or voter’s assistant fills out the "update" form section of the PB-3
• place the completed PB-3 into the Precinct Provisional Return Envelope (PB-4).

Note—all PB-3’s completed throughout election day are placed inside the Precinct Provisional Return Envelope (PB-4) along with other material listed on page 10 after the polls close.
8. If the voter is voting a provisional ballot because of an inspector’s challenge,
   • separate the multi-part challenge statement.
   • place the original statement (white copy) in the provisional ballot box.
   • and attach to PB3 and place one copy (canary) in the Precinct Provisional Return Envelope (PB-4).
   • give one copy (pink) to the voter.

   **Inspector’s Statement of Challenge of Eligibility to Vote**

   State of Alabama
   __________________________ County
   Date of Election: __________________________
   Precinct: _______________________________________________________________________________________

   As an inspector at the aforementioned precinct, I hereby challenge the eligibility of ___________________________________________________________________________________, who resides at ___________________________________________________________________________________, and was born on ___________________________________________________________________________________.

   This individual is not qualified to vote in this precinct based on the following facts known to me:

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

   I do solemnly swear (or affirm) that based on facts known to me at this time, the qualification of this individual to vote in this precinct during this election is hereby challenged. I understand that any person who falsely signs and verifies this form shall be guilty of perjury.

   Signature of Inspector
   __________________________
   Printed Name of Inspector
   __________________________
   Date

   White Copy: Place in Provisional Ballot Box.
   Canary Copy: Attach to PB-3 (Provisional Verification Statement).
   Pink Copy: Give to Voter whose eligibility has been challenged.

9. Before giving the voter a provisional ballot
   • place a provisional sticker over the timing mark area located on the left-hand side of the ballot
   • instruct the voter not to remove the pre-affixed sticker
   • if a provisional sticker is not used in your polling place, cut or tear off the upper left-hand corner of the ballot
   • print the Voters’ name and roster number on the PB2 Envelope and give the voter envelopes PB1 & the completed PB2. See Page 9
10. Give the voter the provisional ballot and direct him/her to the designated voting area for provisional voters.

11. Instruct the voter to place his/her completed ballot into the provisional ballot secrecy envelope (Provisional Ballot Envelope—PB-1) and seal the envelope.

12. Instruct the voter to place the Provisional Ballot Envelope (PB-1) into the Provisional Ballot Return Envelope (PB-2).

13. Direct the voter to place the Provisional Ballot Return Envelope (PB-2) into the provisional ballot box.
When the polls close, do the following:

1. Organize all provisional ballot rosters, other provisional ballot forms or materials, and all completed PB-3’s (collected throughout election day). When the polls close, these items should be placed in the Precinct Provisional Return Envelope (PB-4) which shall be addressed to the Board of Registrar's.

2. Prior to sealing the PB-4, count the number of provisional voters listed on the roster(s). Write, on the sealed provisional ballot box, the total number of provisional voters listed on the provisional ballot roster(s).

3. Seal the PB-4 envelope.

4. Give the Sheriff the Precinct Provisional Return Envelope (PB-4).

5. Give the Sheriff the sealed provisional ballot box.
Instructions for the Board of Registrars

Each Registrar shall do the following on Election Day:

1. Be in the office when the polls open at 7:00 A.M. to receive calls from election officials. Remain in the office until 7:00 P.M. and do not close the office on Election Day.

2. Only Registrars should answer questions from polling officials.

3. When the provisional ballot officer calls,
   - look up the voter’s name on the statewide voters list.
   - check other records (such as update forms and registration applications on file).
   - determine if the person is registered to vote.
   - write down the telephone number of the provisional ballot officer because you might need to call him/her back with the requested information.

4. If the voter’s name is found, verify his/her registration to the provisional ballot officer and state the precinct in which he/she is registered. Accuracy is important! The provisional ballot officer will have to write your name on the update form.

5. If the voter’s name is not found, report that finding to the provisional ballot officer.

The Sheriff will deliver the Precinct Provisional Return Envelopes (PB-4’s—with the Provisional Verification Statements/PB-3’s) to your office no later than noon on the day following the election. You may also receive Provisional Verification Statements (PB-3’s) from the Absentee Election Manager.

During the week after the election, each Registrar shall do the following:

1. Upon receiving the materials from each precinct, you must tally the total number of Provisional Verification Statements (PB-3’s) located within the Precinct Provisional Return Envelopes (PB-4’s).

2. If the roster list matches the number of provisional ballots within the Precinct Provisional Return Envelope (PB-4), you must begin updating the statewide voters list with the information from the attached update forms. Go to step #5.

3. If the roster list does not match the number of provisional ballots within the Precinct Provisional Return Envelope (PB-4), you must notify the county appointing board (the Probate Judge, Circuit Clerk, and Sheriff) and request assistance in resolving the difference.

4. The appointing board and each member of the County Board of Registrars shall sign a written statement if the two groups are unable to resolve the difference. This statement must be included in the container holding the records of election.

5. The day after the election, you must examine the Provisional Verification Statements (PB-3’s), and
   - identify the statements (PB-3’s) that were completed as a result of the provisional ballot being cast due to a challenge from the inspector.
   - mail a written notice statement to each inspector-challenged provisional voter and give him/her the opportunity to respond.

6. See the update form located at the bottom of the Provisional Verification Statement (PB-3) — see sample PB-3 with Voter’s Reidentification/Update Form on page 12. Use the update form in the verification process. Note—some Precinct Provisional Return Envelopes (PB-4’s) may contain challenge statements from inspectors.
**PROVISIONAL VERIFICATION STATEMENT - PB-3**

1. **MUST BE COMPLETED BY ELECTION OFFICIAL AT PRECINCT**
   - **Name of Election:**
   - **Election Date:**
   - **Precinct Number:**
   - **Ballot Style:**

2. **LINE NUMBER FROM ROSTER**
   - **Box 1:**
     - **Line Number from Roster**
   - **Box 2:**
     - **Print the line number as it appears beside the signature of the voter on the Provisional Roster**
   - **Box 3:**
     - **Print the name of election, date of election, the precinct number and ballot style.**

3. **REASON FOR PROVISIONAL BALLOT**
   - **Box 1:**
     - **Reason for Provisional Ballot**
   - **Box 2:**
     - **Provisional Roster**
   - **Box 3:**
     - **State of Alabama, County of**

4. **SWORN AFFIRMATION OF PROVISIONAL VOTER**
   - **MUST BE COMPLETED BY VOTER**
   - **Printed Name of Voter:**
   - **Residence Address of Voter:**
     - **City**
     - **State**
     - **ZIP Code**
   - **Date of Birth (month/day/year):**
   - **Signature or Mark:**
   - **Phone Number:**
   - **Email Address:**
   - **Primary Telephone:**

5. **WARNING! If you falsely sign this statement, you can be convicted and imprisoned for up to five years.**

6. **FOR USE BY U.S. CITIZENS ONLY**
   - **Printed Name of Voter:**
   - **Signature:**
   - **Date:**

7. **FOR USE WITH A PROVISIONAL BALLOT**
   - **Print Maiden Name / Former Name (if reporting a change of name):**
   - **Will you be 18 years of age on or before election day?**
   - **Do not use post office box:**
   - **Home Address (include apartment or other unit number if applicable):**
   - **Mailing Address, if different from Home Address:**
     - **ZIP State City**
   - **Receive your mail:**
   - **Address where you were last registered to vote:**
     - **Place of Birth:**
   - **Date (month/day/year):**
   - **Driver ID Number:**
   - **Last four digits of Social Security number:**

8. **VOTER DECLARATION - READ AND SIGN**
   - **Driver's License or Non-Driver ID Number:**
   - **If you have no Alabama Driver's License or Alabama Non-Driver ID Number:**
   - **Last four digits of Social Security number:**
   - **I do not have an Alabama driver's license or an Alabama non-driver ID or a Social Security number.**

9. **ATTENTION! If you answer "No" to either of these questions, do not complete this application.**

10. **IMPORTANT:**
    - **Driver's License Number:**
    - **City County State Country:**
    - **Race:**
    - **Sex:**

11. **WARNING:** If you falsely sign this statement, you can be convicted and imprisoned for up to five years.

---

**"Update" section of the PB-3 located at the bottom of the page (front and back).**
7. Use reasonable efforts to determine whether or not each provisional ballot should be counted. You should use the space on the back of the Provisional Verification Statements (PB-3’s) to make notations. Written documentation is very important. See sample back view of the PB-3 below.

8. Make a final determination whether a ballot should or should not be counted. The finding must be written plainly on the Provisional Verification Statement (PB-3) and all three (3) registrars should sign in the designated “middle” area.

9. Deliver the findings to the Probate Judge no later than noon seven days after the election.

10. Prior to this delivery, all findings must remain confidential.

11. While entering the voter histories into the statewide voters list; enter the names of the voters who cast provisional ballots, whether the ballot was or was not counted, and the reason each was or was not counted.

12. The findings as to whether the provisional ballot was or was not counted shall be made available to a requesting voter. The identity of the voter should be confirmed before releasing such information.
Instructions for the Absentee Election Manager

Prior to Election Day, the Absentee Election Manager shall do the following:

1. Review the absentee ballot application and determine the applicant’s name.
2. Look on your list of registered voters to see if his or her name is on the list at the address provided on the application.
3. **If the voter’s name is on your list at the address provided on the application,** follow normal procedures for issuing an absentee ballot.
4. **If you cannot find the voter’s name on your list at the address provided on the application,** mark the word “Provisional” on the affidavit envelope before providing the provisional ballot and other provisional materials to the applicant.
5. With the absentee ballot, enclose a written explanation as to why the ballot is a provisional ballot, with instructions for completing the provisional ballot and other provisional forms including:
   - Instructions for how the voter should complete the *Sworn Affirmation of Provisional Voter* located in section #4 of the *Provisional Verification Statement (PB-3).*
   - Instructions for how the voter should complete the *Voter Reidentification "Update" Form* attached to the bottom of the Provisional Verification Statement (PB-3).
   - A description of the procedure followed by the board of registrars in verifying and certifying provisional ballots.
   - A written explanation of how the voter can find out whether or not his/her ballot was counted and, if not counted, why it was not counted.
   - *See sample letter with provisional absentee instructions on page 15.*

6. When a provisional ballot and related materials are returned by the voter,
   - Secure the ballot by placing the ballot, contained in the affidavit envelope, in a *Provisional Ballot Return Envelope (PB-2)*—see sample illustration below.

The absentee election manager places the ballot, contained in the affidavit envelope, into a PB-2 envelope. The absentee election manager prints the name of the voter on the PB-2.
Dear Absentee Voter:

We have received your application for an absentee ballot. However, we are unable to verify that you are registered to vote in this county at the residential address you provided. Alabama law provides that when we cannot confirm your eligibility to vote, you may vote by provisional ballot. Please review these instructions carefully. If you have questions regarding provisional voting, you should contact our office at ____________________________.

Please find enclosed the following items:

1) Voter Reidentification Update Form (at bottom of PB-3)
2) Sworn Statement of Provisional Absentee Voter (at top right of PB-3)
3) Instructions to Absentee Voters (how to mark the ballot)
4) Voter identification instructions
5) Absentee Ballot
6) Secrecy Envelope
7) Affidavit Envelope which is marked “provisional”
8) Mailing Envelope (brown envelope)

To vote by provisional ballot, please do the following:

1) Fill out the voter reidentification update form and check the box marked “provisional” in the upper right-hand corner of the form. Fill in all requested information and sign the form. This form will be used to confirm or update your personal information on the statewide voter list.
2) Fill out the “Sworn Statement of Provisional Absentee Voter”. You must fill out this form completely and sign it to vote by provisional ballot.
3) Mark your absentee ballot. Be sure to follow the instructions for marking your ballot so that you are sure your choices are properly identified on the ballot.
4) Place your marked ballot in the “Secrecy Envelope”. Seal the envelope.
5) Place the sealed “Secrecy Envelope” in the “Affidavit Envelope”. Seal the envelope.
6) Please place the following items into the “Mailing Envelope”:
   a. Affidavit Envelope
   b. Sworn Statement of Provisional Absentee Voter
   c. Voter Reidentification Update Form
   d. Voter identification. Please see the enclosed instructions for forms of identification we will accept under state law.
7) Seal the “Mailing Envelope”.
8) Return the “Mailing Envelope” to our office:
   a. You can mail the envelope to us. Make sure you put proper postage on the envelope and mail it so that it is postmarked no later than the day before the election.
   b. You can bring the mailing envelope to our office in person. If you hand-deliver the envelope, you must bring it yourself no later than the day before the election.

Will my provisional ballot be counted?

When you return your provisional ballot to this office, we will send the Board of Registrars your “Sworn Statement of Provisional Absentee Voter” and “Voter Reidentification Update Form”. Using these documents and the voter list for your county, the Board of Registrars will try to determine if you are properly registered to vote at the residential address you provided on your absentee ballot application. The Board of Registrars may also look at your original voter registration application.

If the Board of Registrars is able to confirm that you are properly registered to vote in the precinct at the residential address you provided on your application, your ballot will be approved for counting. If the Board of Registrars cannot confirm that you are properly registered in that precinct, your ballot will not be approved for counting. The findings of the Board of Registrars will be provided to the county canvassing board so that your ballot can be counted if the Board has confirmed your eligibility to vote.

You may contact the Board of Registrars at ____________________________________________________________________ to find out if your ballot was counted. If your ballot was not counted, the Board of Registrars can tell you why your ballot was not counted.

Thank you for your attention to these instructions.

Absentee Election Manager

Note—this written notice should be sent to all absentee provisional voters. The written notice includes detailed instructions for completing the provisional ballot and other provisional forms.
After receiving the completed Sworn Affirmation of Provisional Voter and attached “update” form on the Provisional Verification Statement (PB-3) back from the voter, complete sections 1 and 3. Place the completed PB-3 inside the Precinct Provisional Return Envelope (PB-4) along with any other completed provisional absentee statements.

See below to view a sample illustration of a PB-3 with detailed steps for the absentee election manager.

Once the voter returns the PB-3, the absentee election manager fills out sections 1 and 3.

The voter fills out the sworn affirmation in section 4—the voter signs or marks the signature line.

The voter fills out the attached “update” form and sends the completed PB-3 back to the absentee election manager along with the affidavit envelope with the enclosed provisional absentee ballot.

Note—the voter should receive written instructions for how to complete the Sworn Affirmation of Provisional Voter and the Voter Reidentification “Update” Form sections of the PB-3, along with the provisional absentee ballot materials and instructions. See page 15 for sample instruction letter.
Always check to see if the voter has enclosed a copy of one of the acceptable forms of photo identification. If the voter has not provided photo identification, contact the voter with written instructions regarding identification.

Attention Absentee Voter

Your absentee ballot has been received by the Absentee Election Manager, but proper voter identification has not been provided. Please read the following information and take the required action to ensure your vote will be counted.

1. Unless proper identification is provided to the Absentee Election Manager by 5:00 p.m. on the Friday before the election, your ballot will become a Provisional Ballot.

2. In the event your ballot becomes a Provisional Ballot due to lack of identification, proper identification, including your address and telephone information, must be provided to the Board of Registrars no later than 5:00 p.m. on the Friday following the election.

3. In the event you fail to provide proper identification to the Board of Registrars by 5:00 p.m. on the Friday following the election, your ballot will not be counted.

4. Anyone who casts a Provisional Ballot will be able to determine whether their vote was counted and, if the vote was not counted, the reason that the vote was not counted. The Board of Registrars, after verifying the identity of a Provisional voter, shall make available at the request of the voter, the findings of the Board of Registrars as to whether the vote was counted and, if not, the reason why. This may be accomplished by calling the Board of Registrars. There will be no charge for obtaining this information and the verification of this information will be handled in a confidential manner.

FORM 1

Note—this written notice should be sent to all absentee voters who returned a ballot without photo identification.
On Election Day, the Absentee Election Manager shall do the following:

1. Deliver the provisional absentee ballots, **Provisional Verification Statements (PB-3’s)**, and the regular absentee ballots to the inspector for the absentee precinct. The inspector shall serve as the provisional ballot officer for the absentee precinct. The inspector/provisional ballot officer shall follow the same procedures for provisional ballots used at a regular precinct.

2. If an absentee voter is challenged by an inspector or clerk, you will:
   - receive copies of the challenge form
   - send by first class mail, to the voter at the mailing address provided on the provisional voter’s application for an absentee ballot,
     - one copy (pink) of the challenge statement of the inspector, and
     - a written explanation of the procedure used by the board of registrars in verifying and certifying provisional ballots, and
     - an address and telephone number by which the provisional voter may respond, and
     - a written explanation of how the voter can find out whether or not his/her ballot was counted and, if not counted, why it was not counted.
Recommendations for the Probate Judge

On Election Day, the Probate Judge shall do the following:

1. As a member of the appointing board, be available during the day to take calls from poll workers to verify the eligibility of persons to vote at polling places.

On the seventh day after Election Day:

1. At noon, meet with the other members of the appointing board (i.e., the Circuit Clerk and Sheriff) to count the provisional ballots.

2. Review each provisional ballot and the findings of the board of registrars as to whether each ballot should be counted.

3. Count the ballots.

4. Post the results of the provisional precinct in the courthouse.
**Recommendations for the Circuit Clerk**

**On Election Day, the Circuit Clerk shall do the following:**

1. As a member of the appointing board, be available during the day to take calls from poll workers to verify the eligibility of persons to vote at polling places.

**On the seventh day after Election Day:**

1. At noon, meet with the other members of the appointing board (i.e., the Probate Judge and Sheriff) to count the provisional ballots.

2. Review each provisional ballot and the findings of the board of registrars as to whether each ballot should be counted.

3. Count the ballots.

4. Post the results of the provisional precinct in the courthouse.
**Recommendations for the Sheriff**

**On Election Day, the Sheriff shall do the following:**

1. As a member of the appointing board, be available during the day to take calls from poll workers to verify the eligibility of persons to vote at polling places.

2. Retrieve the **Precinct Provisional Return Envelopes (PB-4’s)** from each precinct and deliver the envelopes to the board of registrars by noon on the following day.

3. Retrieve the sealed provisional ballot boxes from each precinct and secure the boxes until the day of canvassing.

**On the seventh day after Election Day:**

1. At noon, meet with the other members of the appointing board (i.e., the Probate Judge and Circuit Clerk) to count the provisional ballots.

2. Review each provisional ballot and the findings of the board of registrars as to whether each ballot should be counted.

3. Count the ballots.

4. Post the results of the provisional precinct in the courthouse.